

## CAREER EXPLORATION RESOURCES AT THE UNIVERSITY OF MICHIGAN

RESOURCE	WHAT YOU WILL FIND HERE
<b>Career Development Services Web Site</b>  <a href="http://hr.umich.edu/career">hr.umich.edu/career</a>	<ul style="list-style-type: none"> <li>• Career self-assessment</li> <li>• University resources</li> <li>• Job search tools</li> <li>• Career planning information and resources</li> </ul>
<b>Career Path Navigator</b>  <a href="http://careernavigator.umjobs.org/CareerNav">careernavigator.umjobs.org/CareerNav</a>	<ul style="list-style-type: none"> <li>• Quick access to descriptions of all U-M career paths</li> <li>• The ability to see how others in the organization have moved from role to role</li> <li>• Information about career paths both within and outside of your current career band</li> <li>• A method for you to design your personal career path</li> </ul>
<b>Human Resources Development (HRD)</b>  <a href="http://umich.edu/~hrd">umich.edu/~hrd</a>	<ul style="list-style-type: none"> <li>• Skill-building classes</li> <li>• Customized training</li> </ul>
<b>Center for the Education of Women</b>  <a href="http://umich.edu/~cew">umich.edu/~cew</a>	<ul style="list-style-type: none"> <li>• Career counseling services</li> <li>• Career development workshops</li> <li>• Career resource library</li> </ul>
<b>UMHS Career Services</b>  <a href="http://umhscareers.org">umhscareers.org</a>	<ul style="list-style-type: none"> <li>• Information about UMHS career paths</li> <li>• Guidance on how to apply for UMHS positions</li> </ul>
<b>Nursing Career Development</b>  <a href="http://med.umich.edu/nursing">med.umich.edu/nursing</a>	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Career Coaching</li> <li>• Mentor Matching</li> <li>• Job Shadowing</li> </ul>



VOICES.UMICH.EDU

This brochure has been prepared as a service to the university community by the Voices of the Staff Career Development Team. In surveys of the staff community, career development has consistently been identified as one of the top issues of concern among U-M staff. For more information about Voices of the Staff, visit: [voices.umich.edu](http://voices.umich.edu).

Updated copies of this brochure are available for printing as a downloadable pdf at [voices.umich.edu](http://voices.umich.edu).

Also, be sure to visit the Career Development Services web site at [hr.umich.edu/career](http://hr.umich.edu/career).



## DEVELOPING YOUR U-M CAREER

*Guidance & Resources to Help You Actively Manage Your Career*

[voices.umich.edu](http://voices.umich.edu)

## A UNIVERSITY OF OPPORTUNITY

As a staff member, you contribute to the world-class status of the University of Michigan. By excelling in your position, you provide support to the university's mission and are a partner in our success. In all good partnerships, support must be a two-way street. The university displays this support in its long-standing staff development philosophy ([umich.edu/~hrd/umsupport.html#staff](http://umich.edu/~hrd/umsupport.html#staff)), based on mutual partnership.

Actively working to develop your career is essential if you desire long-term growth and advancement at Michigan. To that end, the university provides a variety of helpful tools and information to help you develop your career and achieve long-term satisfaction in your work and life.

This brochure provides a handy reference guide to those resources and useful tips to help you get the career you want.

## HELPFUL HINTS & TIPS

### Anticipate and embrace change.

Just as the world around us is constantly changing, employees in today's rapidly changing work environment need to be agile and resilient, willing to evolve our skills and broaden our horizons. Don't be afraid to embrace change. It may open up new opportunities for growth and development.

### Know yourself.

In evaluating your career and formulating a plan for your continued career development, think about your likes, values, beliefs, interests and talents. Write these down as you think of them. This will help you identify and clarify what you want – in life and in your career.

### Take small steps.

Sometimes getting the career you love takes time. Hold onto your dreams but enjoy the journey – the learning, relationship building and work experiences that take you there. You might discover new opportunities along the way.

### Seek advice.

Seeking information and assistance is a good investment in getting the career you want. If you are a manager or supervisor, think about how you can support your staff members by providing constructive feedback and direction to help guide them in meeting their career development goals.

### Keep learning.

Take advantage of opportunities to continue learning. Opportunities to expand your knowledge and broaden your skills abound. Whether it's a basic computing class at your local library or a professional development opportunity such as a Human Resource Development (HRD) ([umich.edu/~hrd](http://umich.edu/~hrd)) course offered through the university, seek out opportunities to acquire the knowledge and skills needed to grow your career.

### Follow your dreams.

Research shows that people who are engaged in their work tend to be happier and healthier. Think about your passions and how to make them a reality.

### Keep good records.

Keep important documents such as school certificates or diplomas, course evaluations or transcripts, awards and references in a safe place. Distribute copies of these documents — not originals.

### Keep a summary of what you have done in your career – in study, work and other life experiences.

Your résumé, curriculum vitae or portfolio should include details about where you can be contacted, your education, work experiences, examples of roles you have undertaken, skills and knowledge you have developed. It may also contain information about special achievements and names of references. Make it a practice to keep this information on file and up to date.

### Develop your plan.

Prepare a plan, set goals, establish deadlines, and commit to reviewing your progress regularly.

### When preparing for interviews, do your homework!

Take time to learn about your prospective employer before you interview. During the interview, don't hesitate to ask detailed questions about the work environment and their expectations of you. Think about and communicate the unique contributions that you are willing to make to meet those expectations.

### Be patient.

Easier said than done, especially while you're waiting to be contacted for an interview or expecting an offer, but patience and fortitude are two essential attributes to cultivate in developing your career.

## DEVELOP YOUR COMPETENCIES

Competencies are the knowledge, skills, and attributes needed to effectively perform in your role or the role to which you aspire.

Organizational competencies are clusters of behaviors that positively impact work behavior. The university views the following organizational competencies as universally necessary for effective performance at the University of Michigan.

1. Advancing the mission
2. Building relationships/interpersonal skills
3. Creative problem solving/strategic thinking
4. Communication
5. Development of self and others
6. Flexibility/adaptability to change
7. Leadership/achievement orientation
8. Quality service

For more information about U-M organizational competencies, see: [umich.edu/~hrd/performancemanagement/umorgcomp](http://umich.edu/~hrd/performancemanagement/umorgcomp)

Functional and technical competencies differ from organizational competencies in that they relate to the unique skills needed for a specific job. Examples of functional competencies include knowledge of a specific software program or how to operate specialized equipment required to perform a specific job role.

Human Resource Development (HRD) ([umich.edu/~hrd](http://umich.edu/~hrd)) offers a wide selection of programs addressing core organizational competencies.

To develop your functional competency by learning how to use a specific software application, Information Technology Services ([its.umich.edu/education](http://its.umich.edu/education)) provides computer training and education to U-M faculty, staff, and students.

Development of specific functional competencies may require enrolling in a specific professional training program or college or postgraduate degree program. The University of Michigan offers a tuition reimbursement program that can help offset the cost of continuing your education. For information, see [spg.umich.edu/pdf/201.69-0.pdf](http://spg.umich.edu/pdf/201.69-0.pdf)